

NAVAIR LOCAL LEAVE PROCESSING PROCEDURES

REF: MILPERSMAN 3020020 TO 3030200

STEP 1: Complete a Leave Request (NAVCOMPT 3065) and ensure authorization from competent authority is annotated in block 23. Member is responsible for completing blocks 1 and 3 through 22 prior to issuance of a Leave Control Number (LCN).

STEP 2: Obtain Leave Control Number (LCN) from NAVAIR Military Personnel (MILPERS) prior to departing on leave. This may be done by FAXing a copy of the approved leave papers to 757-2675. A copy of the leave papers with LCN annotated in block 2 will be returned by FAX. The LCN may also be obtained by phone (301-342-8246/5360) after first FAXing a copy of the approved leave papers to MILPERS.

STEP 3: Annotate the leave papers with date and time of departure (block 27a - 27c) and return from leave (block 28a - 28c).

STEP 4: Within five days of returning from leave, forward the leave papers to MILPERS. Either forward the originals via guard mail or hand delivery or FAX a copy to 757-2675. If the leave papers are not received within 10 days after completion of the leave, the number of days leave authorized will be charged.

STEP 5: MILPERS will forward completed leave papers to PSD.

STEP 6: Member should verify that the correct number of days leave taken appear on the LES.

NOTES

1. The originals of any leave papers forwarded to MILPERS via FAX do not need to be forwarded to MILPERS.
2. An LCN will not be assigned to any leave papers that do not contain the member's signature and an authorizing signature.
3. An LCN will not be assigned until within two weeks of commencement of leave.
4. Leave balance information required in block 17 may be obtained by reviewing your latest Leave and Earnings Statement (LES). Should a member require assistance in obtaining leave balance information, they should contact NAVAIR Military Personnel Office at 342-8246/5360. Individual(s) should have their Unit Identification Code (UIC) and social security number available.